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**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley *tm*
Auditor-Controller

SUBJECT: **eCAPS Project Status Report – August, 2004**

This memo is the bi-monthly status report on the progress of the eCAPS Project to upgrade the County's core financial systems. The eCAPS Project remains on schedule for completion of its design phase by the end of August and no issues have been identified that would delay the successful implementation of the new financial system on July 1, 2005.

These bi-monthly project status reports are to keep your Board apprised of progress in meeting deliverables and identifying issues that may affect the successful implementation of this enterprise application. The Chief Information Office (CIO) is providing project oversight and quality assurance during the project. They have provided input into this report.

Project Status

Project On Schedule:	Yes
Project Within Budget:	Yes
Issues Requiring Attention:	None
CIO Oversight Concerns:	None

The main focus of the eCAPS Project for the last two months has been the development of the project's design and planning documents for each of the applications and functional areas such as training, reporting, interfaces, conversions, etc. These are being accomplished with input from County departments through prototyping and design sessions or individual meetings with the larger departments.

Project Accomplishments This Period

The County staff began work on the project immediately upon Board approval and the CGI-AMS Team began coming on site April 12th. Project accomplishments include:

- Conducted prototyping sessions, with County department Subject Matter Experts' (SME) involvement, to validate the County's business requirements and design the functional applications to meet both the County's enterprise and departmental needs.
- Completed the proposed Chart of Accounts (COA) and budget control structure models for use in eCAPS and development of the FY 2005 – 06 Budget. This document is in the process of being reviewed by several of the larger and central service departments and will be issued to all County departments by August 18th.
- Completed the Technical Specifications Documents to determine the sizing of the hardware for project development and implementation.
- Initiated the purchasing process to acquire the hardware for project development and implementation.
- Scheduled the first meeting of the eCAPS Departmental Management Committee to discuss project issues impacting department operations.
- Attended the *Performance Counts!* meetings with 7 departments to coordinate their needs for program tracking and monitoring with the eCAPS COA development.
- Held the monthly meetings of the eCAPS Advisory Committee.
- Sent 12 staff from the eCAPS Project, Auditor-Controller and CGI-AMS for eight days of Cognos training in support of the project's business intelligence needs.
- Attended meetings of the Administrative Deputies and the Budget and Fiscal Officers network to provide updates on the eCAPS Projects.
- Updated and enhanced eCAPS Project intranet site (<http://ecapsweb.co.la.ca.us/>) and issued a second newsletter to support status reporting and outreach.
- Held weekly Project Management meetings.

Planned Activities for Next Reporting Period

The eCAPS Project Team's main focus for the next two-month period is to complete the Design Phase of the project plan. Activities include:

- Distributing the new Chart of Accounts and Budget Structures Model on August 18th. The eCAPS Project Team is planning to hold several workshops and some individual meetings with departments to educate them on the enhanced functionality of the new COA and assist them in designing its use to meet their department's needs.
- Completing the prototyping sessions for general accounting, cost accounting and security / workflow.
- Completing the Upgrade Analysis document which includes the project design documents, a fit-gap analysis of the eCAPS application to the County's requirements and an update to the Technical Specification documents.
- Obtaining delivery of the IT equipment for the development, testing and production phase of the project.

- Receiving and installing the latest upgrade of the Advantage software to version 3.4.

Project Issues and Corrective Actions

No issues at this time have been identified that will impact the implementation schedule of the project. However, the issuance of the proposed Chart of Accounts and Budget Structures Model will begin a considerable amount of department work to assess the impact on their operations and utilize the new model for budget development for FY 2005 – 06. For the seven departments participating in the next phase of the Performance Counts! Initiative, this will also entail utilizing the new COA to meet that initiatives' requirements.

The eCAPS Project Team will be working with the CAO to assist departments in deciding the best uses of the COA for *Performance Counts!* and developing their FY 2005 – 06 budget.

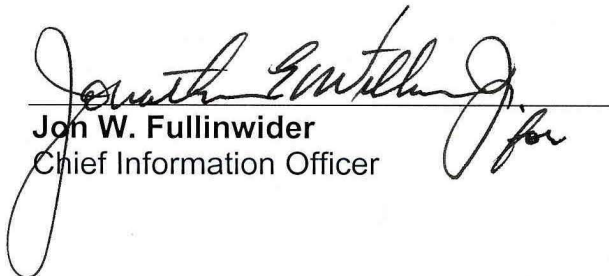
CIO Oversight Concerns and Recommendations

None.

JTM:rad

c: Chief Administrative Officer
eCAPS Advisory Committee
Information Systems Commission
County Counsel

Reviewed by:


Jon W. Fullinwider
Chief Information Officer